Responsibilities of Atlas Team

Establish content, format, volume

Subdivision of Atlas by regions or topics

Contract out major, definitive items such as the reference map, the railroad map, the ethnic map

Perform all work on Atlas features, in general those topics which require less amounts of time and more coordination with GD, OER, and OCI.

GS-15 – Project Director.
Coordinates activities relating to all aspects of Atlas; assignment of topics, scheduling, weighing alternatives, deciding relative degree of effort, a given topic is worth, resolves conflicts of opinion.

STATINTL

GS-14 – Technical Editor (one)
Supervises technical aspects of Atlas, including planning cartographic details, supervising cartographic work done within unit, reviewing all plates prior to printing and arranging for interim PSD and OCS or ADP support.

From GD

GS-13/14 – Substantive Editor (one for each Atlas)
Liasons with substantive and regional specialists regarding sources, determines content of each page, reviews all information on each manuscript for accuracy prior to drafting, writes captions, edits texts submitted by OBGI, OCI or OER analysts.

3 for one,
5 for two

GS-8/13 – Cartographic Compilers (three for one Atlas, five for two Atlases)
Compiles maps and graphics on topics which do not require regional expertise, using source material furnished through substantive editor.

STATINTL

(1) – Visual Information Specialist
Works out overall design for Atlas, assures the design harmony of each page with the rest of the Atlas, does layout of non-map pages.

Logistics

It is highly desirable that entire team be within speaking distance of each other. This is not practicable, however, and the next best thing is that they be within walking distance. The following plan is feasible:

STATINTL

- Project Director - Division Chief's Office (old desk)

- Substantive Editors - Division Chief's Office (Al's room)

- Balance of Atlas Team members to be in the space now occupied by 'A' Desk.

- Small drafting tables to replace larger units now in 'A'

- There is space for one person in the Carto-library.

Impact on CD

- The 'A' Desk workload would be distributed between the other two desks, Africa and Middle East to 'S' Desk, Latin America to 'F'. CD/R capability would be diminished by about four people, or the equivalent of 2/3 of CD/A. This is at least acceptable, with the demise of the NIS program.

- Both 'S' and 'F' desks would be subcontractors for much Atlas material, also absorbable with the demise of the NIS.

- The VIS would come from CD/T.

- One Cartographer would come from either CD/T or CD/I.

Impact on GD

The substantive editors would be drawn from GD.